

Travel & Expense Account Transmittal Sheet

After Approval, Mail Receipts To

DBW HQ
2000 EVERGREEN ST, SUITE 100
SACRAMENTO, CA 95815-3888



Employee Name	<u>TSUNEYOSHI, Raynor</u>
Expense Dates	<u>09/24/09-10/01/09</u>
Total Expense Amount	<u>729.40</u>
Amount Due Employee	<u>284.00</u>
Form ID	<u>TEA000518465</u>

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

Date	Expense Item	Amount	If not submitted - Explain
1) 09/24	O/S Shuttle Fare	21.00	
2) 09/24	O/S Business Expense - Other	40.00	
3) 10/01	O/S Shuttle Fare	21.00	
4) 10/01	O/S Taxi Fare	24.00	
5) 10/01	O/S Business Expense - Other	40.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

CLAIM EXCEPTION(S)			
	Item	Exception	Response
1)	#A6 DPA required	Document of Prior Approval required for Out of State Travel.	Yes

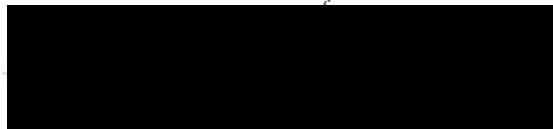
**Travel & Expense Account
Transmittal Sheet**

EXPENSE EXCEPTION(S)

	Expense Rule	Exception	Response
1)	94:115	Automated Audits have not been applied to O/S Business Expense-Other expense; approvers should review	
2)	13 5B	Additional approval required for O/S Business Expense - Other expense. Use "Add Approver" to route claim appropriately.	
3)	94 115	Automated Audits have not been applied to O/S Business Expense-Other expense; approvers should review	
4)	13 5B	Additional approval required for O/S Business Expense - Other expense. Use "Add Approver" to route claim appropriately.	

I have reviewed the following documents.

Approved
by:



Travel & Expense Account Summary

Employee Name Raynor TSUNEYOSHI
Expense Dates 09/24/09-10/01/09
Report Name National Assoc. Boating Law Admin. Annual Conf.

Request Total \$ 729.40
Direct Charge Total - 445.40
Travel Advances - 0.00
Net Due Employee = 284.00

Trip Totals

Trip/Expense Category	Trip Name	Total Amount
Regular Travel	NASBLA Conf.	729.40

NOTE: (d)=Direct Charge

DATE	Thu Sep 24	Fri Sep 25	Sat Sep 26	Sun Sep 27	Mon Sep 28	Tue Sep 29	Wed Sep 30	Thu Oct 1		TOTAL
O/S Shuttle Fare	21.00							21.00		42.00
O/ S Business Expense - Other	40.00							40.00		80.00
O/S Breakfast	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00		48.00
O/S Lunch	10.00						10.00	10.00		30.00
O/S Dinner	18.00									18.00
O/S Incidentals		6.00	6.00	6.00	6.00	6.00	6.00	6.00		42.00
O/ S Commercial Air Fare (d)								445.40		445.40
O/S Taxi Fare								24.00		24.00
TOTALS \$	95.00	12.00	12.00	12.00	12.00	12.00	22.00	552.40		729.40

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	NASBLA	09/24/09	O/S Shuttle Fare	21.00	Cash
Regular Travel	NASBLA	09/24/09	O/S Business Expense - Other	40.00	Cash
Regular Travel	NASBLA	09/24/09	O/S Breakfast	6.00	Cash
Regular Travel	NASBLA	09/24/09	O/S Lunch	10.00	Cash
Regular Travel	NASBLA	09/24/09	O/S Dinner	18.00	Cash
Regular Travel	NASBLA	09/25/09	O/S Breakfast	6.00	Cash
Regular Travel	NASBLA	09/25/09	O/S Incidentals	6.00	Cash
Regular Travel	NASBLA	09/26/09	O/S Breakfast	6.00	Cash
Regular Travel	NASBLA	09/26/09	O/S Incidentals	6.00	Cash
Regular Travel	NASBLA	09/27/09	O/S Breakfast	6.00	Cash
Regular Travel	NASBLA	09/27/09	O/S Incidentals	6.00	Cash
Regular Travel	NASBLA	09/28/09	O/S Breakfast	6.00	Cash
Regular Travel	NASBLA	09/28/09	O/S Incidentals	6.00	Cash
Regular Travel	NASBLA	09/29/09	O/S Breakfast	6.00	Cash
Regular Travel	NASBLA	09/29/09	O/S Incidentals	6.00	Cash
Regular Travel	NASBLA	09/30/09	O/S Breakfast	6.00	Cash
Regular Travel	NASBLA	09/30/09	O/S Incidentals	6.00	Cash
Regular Travel	NASBLA	09/30/09	O/S Lunch	10.00	Cash
Regular Travel	NASBLA	10/01/09	O/S Commercial Air Fare	445.40	Direct Charge
Regular Travel	NASBLA	10/01/09	O/S Shuttle Fare	21.00	Cash
Regular Travel	NASBLA	10/01/09	O/S Taxi Fare	24.00	Cash
Regular Travel	NASBLA	10/01/09	O/S Business Expense - Other	40.00	Cash
Regular Travel	NASBLA	10/01/09	O/S Breakfast	6.00	Cash
Regular Travel	NASBLA	10/01/09	O/S Lunch	10.00	Cash
Regular Travel	NASBLA	10/01/09	O/S Incidentals	6.00	Cash